RESUME

**JOB PROFILE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company****ADDVET FARM CARE PVT.LTD** | **Position****Manager (Accounts & operation)** | **Responsibility**1.Our 5 Branch and 2 Processing Plant for Feed production with 3 lac per month chicks. One Breeder Farm at BishnupurReplacement- Total Operation with handle full team Management.2. All Sales Ready Birds (MKT) 3. All Purchase (Raw-Materials for Feed Production & Medicine and Chicks for Integration Farm.3. Daily Production Co-ordination with All Branch Feeds Distribution function.4. All payment related function5.Cash and Bank Maintain6.Operation Factory/Integration7.Office AdministrationWith Six Branch.8.Customers And Suppliers Control9.Maintanance of Fund Flow and Cash Flow | **Duration****1st Jan-2011**  **to****Till date**  |
| Qualix Poultry Pvt. Ltd | **Manager (Accounts & Admin & Commercial)** | 1.All Sales (MKT) Purchase Related functions.2.Cash and Bank Maintain3.Operation Factory/Integration4.Office Administration5.Customers And Suppliers Control | 1st Nov’08 ToDec-2010 |
| V H GROUPVENKY’S (INDIA) Ltd.VENTRI BIOLOGICAL Div.OF VENKATESHWARAHATCHERIES Pvt. Ltd | **Logistic Officer** with**Operation Manager** | 1.Inventory Control.2.Management Information System.3.Maintain incoming and Outgoing process4.Stock Audit5.Customer relationship | 14th July’06To30th Oct’08 |
| P.BHOGILAL ASSOCIATES(Pharmaceuticals C& FA and Distributors) | **Distribution Manager cum Cashier** | **1.**Distribution Process a) Purchase/Sales b) Debtors/Creditors c) Outstanding d) Stock**2.** Cash Handling**3.**Computer Operation. | 1st Aug’98 To13th July’06  |

**Detail working profile in:- ADDVET FARM CARE PVT LTD.**

* Our 5 Branch and 2 Processing Plant for Feed Production with 3 lac PM chicks. Replacement 56 Employee Co-ordination.
* All Operation One Breeder Farm in Bankura.
* Taking final decisions for purchase and Payment criteria
* Taking final decisions for Ready Sales and Collection criteria
* Negotiation with various suppliers for collecting price list.
* Analyzing the price list and finding of variances of costing.
* Selecting suitable vendors after analyzing the credit period.
* Monitoring sub-ordinates till payment made to suppliers.
* Scrutinizing on daily basis the re-order level of various raw-materials stock position for smooth operation of plants at different locations.
* Instructing various office, integration and factory staff and directly reporting to MD.
* Fixing the selling price of ready birds after receiving the SMS from poultry association and effecting sales.
* Coordinating with sales managers for timely supply of finished products to various customers and timely collection of dues.
* Follow-up on daily basis in respect of Sundry Creditors, Sundry Debtors, Cash and Bank activities

**PERSONAL PROFILE:**

**Name : SIBA PRASAD ADHIKARY**

Date of Birth : 3rd January,1973

Father’s Name : Shri Jugal Adhikary

Present Address : 6/61A Bijoy Garh

 Flat No-1. Ground Floor

 Kolkata-32.

 Ph: 8697716897

E-mail : adhikary89@gmail.com

**Academic Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | Board/University | **Year of Passing** | **Division** |
| B.Com (H) | Universityof Calcutta | 1995 | II |
| Higher Secondary | West Bengal Council Of Higher Secondary Education | 1992 | II |
| Secondary | West Bengal Board of Secondary Education | 1989 | II |

# Technical Qualification : Higher Diploma in Computer Science

**Computer Skills:**

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| --- | --- | --- |
| Operating System | : | Ms-Dos 6.22,Windows 95/98/2000/NT/XP  |
| Application Software’s/Packages | : | Ms-Office 2000(Word , Excel , Power Point)Financial Accounting System **(Tally 9-ERP),** Pharma (Unisolve), Becon |
| Network System Operating | : | Local Area Network (Novell Netware 4.11) Windows-NT. E-mail & Browsing. |
| Programming Language | : | C, C++ |
| D.B.M.S / R.D.B.M.S | : | Foxpro |
| Hardware Used | : | Pentium III (MMX), Printer (TVS) |

Present Salary : 50000.00 + other facilities (per month)

Language Known : Bengali, Hindi, English

**Dated:**

**Place: Kolkata**  **SIBA PRASAD ADHIKARY**